



## Professional Emergency Manager Exam Application

### Basic Level

For questions regarding the PEM program or exam please call 317-234-6354 or email [slyon@dhs.in.gov](mailto:slyon@dhs.in.gov).  
Mail applications to: Scott Lyon, PEM Coordinator, Indiana Department of Homeland Security, 302 W. Washington Street E-208, Indianapolis, IN 46204.

**Complete** application packets are due by **Sept. 4<sup>th</sup>, 2009**. Any packets received after the due date or any incomplete packets will be entered into the application process for the next exam offering. All packets should be presented in a profession format (binder, folder, etc). PEM participants will receive a study guide with a complete application packet.

If you have any special needs requiring consideration during the exam, please list them here:

1. Name: \_\_\_\_\_ 2. Driver's license # (mandatory) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Address: \_\_\_\_\_ 4. City/State/Zip: \_\_\_\_\_

5. County: \_\_\_\_\_ 6. Phone #: (     ) \_\_\_\_\_

7. Email: \_\_\_\_\_ 7a. P.S.I.D. \_\_\_\_\_ - \_\_\_\_\_

8a. Agency represented \_\_\_\_\_ 8b. Position \_\_\_\_\_

**9. Exam date: October 15<sup>th</sup>, 2009 (Sheraton – Keystone at the Crossing, at the Indiana Higher Ed/EMAI Conference)\* 10:00am-12:00noon**

**\*For those taking the exam at the EMAI conference, it is NOT necessary to register for or attend the conference simply to take the exam.**

Once your application packet has been approved, you will be emailed a study guide for the exam. Please note the examination questions will be taken from the most recent version of the course. If you need materials from the most recent version, email Scott Lyon at [slyon@dhs.in.gov](mailto:slyon@dhs.in.gov).

When you arrive at the test site you will be provided with a #2 pencil, answer sheet, test packet, and blank paper for making notes. Blackberries, cell phones, or other communication devices, as well as computers, books, or notes will not be permitted during the test.

**10a.** IDHS maintains transcripts of IDHS courses for each student. If the course was taken from another state-level emergency management/homeland security agency, list where the course was taken and provide a copy of your certificate. Continue with this application only if you have successfully completed ALL of the following courses from IDHS or another state-level emergency management/homeland security agency (Michigan EMA, Ohio EMA, etc.).

**Check box if class was taken through IDHS.**

**Course taken outside IDHS**

- ☐ Introduction to Emergency Management
- ☐ Management for Emergency Managers
- ☐ Emergency Management Planning/ CEMP
- ☐ Exercise Design and Evaluation
- ☐ Developing and Managing Volunteers
- ☐ Damage Assessment

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- FEMA's Independent Study #800.b- [National Response Framework, An Introduction](#) (must submit copy of FEMA certificate with this application).

**10b.** Part of the PEM Basic includes recent participation in a **discussion-based** exercise as an organizer, member of the exercise design team, or exercise player (**discussion-based** includes seminar, workshop, tabletop, or game; exercise should have been conducted within the last 3 years). Give a 1-2 paragraph description of the exercise and your role. *You must include date (including year), location, scenario, agencies involved, and your role during the exercise.*

Sample description: On February 10<sup>th</sup>, 2006 I participated in the Hoosier County Emergency Management Agency's Level 4 biological hazard tabletop exercise at the Oak Grove Community Center. I served as a member of the exercise planning team for the 6-hour exercise. The exercise involved the Hoosier County EMA, the Hoosier County Public Health Coordinator, Mapleton City Fire Chief Jane Kirkowicz, Police Deputy Chief Mark McGrath, Mayor Rebecca Bloomwood, Hoosier County public information officer Gary Dale, Mapleton School District Superintendent Bryan Boyd, Cherry Tree Town Marshall Tom Bartlett, Cherry Tree Fire Dept. 76 hazmat team, representatives from the Indiana State Department of Health, and Indiana Department of Homeland Security. The tabletop exercise ran from 9am- 4pm and was intended to test Hoosier County ESF responses to a biological incident (Ebola virus).

## **Professional Emergency Manager Basic Level Professional Contributions**

Each student interested in taking the PEM Basic exam must complete a series of emergency management courses, participate in an emergency management discussion-based exercise, and complete 6 of 11 professional contributions before being approved for the exam. ***You must include proof of the professional contributions as part of the application packet or the application will be denied.***

The following cover sheets are to be attached to each professional contribution.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #1**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

1. Design public information related to emergency management (brochure, posters, booklets, etc).

**Proof:** Provide a copy of the public information item, a description of why it was needed, how and when it was distributed, and your role in the creation of the product.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #2**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

2. Provide a seminar or workshop on any emergency management or homeland security subject in your jurisdiction.

**Proof:** Provide a copy of both the course agenda and syllabus with date and instructor contact information including email and/or phone number.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #3**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

3. Be a Community Emergency Response Team (CERT) member or IDHS certified CERT trainer.

**Proof:** Provide a copy of your CERT training certificate.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #4**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

4. Conduct a presentation in a public forum focusing on an emergency management or homeland security topic.

**Proof:** Provide a copy of the agenda with your name and presentation listed. Write a brief (1-2 paragraph) overview of what you presented and include this with the agenda.



## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #5**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

5. Receive an award or special recognition for excellence in emergency management or public safety.

**Proof:** Choose one of the following: Provide a picture of you with your award and a description of why you received the award; provide a newspaper clipping or VALID internet link recognizing your achievement; or provide a copy of the award if it is a letter or certificate. A thank you letter for participation in an event (exercise, meeting, or giving a briefing on emergency management) does not satisfy this requirement. This contribution should recognize an outstanding effort you gave to the emergency management profession, not a recognition of every day job duties.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #6**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

6. Be a current member of the International Association of Emergency Managers.

**Proof:** Provide a current copy of the membership roster from IAEM.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #7**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

7. Be a current member of the Indiana Emergency Management Alliance or the National Emergency Management Association.

**Proof:** Provide a current copy of the membership roster from EMAI or NEMA.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #8**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

8. Be a member of the local Citizens Corps Council or be a volunteer with the council.

**Proof:** Provide a letter from the Citizen Corps Council Director citing your involvement. Letter should include details such as your name, how long you've served with the council, your job duties on the council, and any special projects or achievements related to the council or Citizen Corps.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #9**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

9. Be a member of an Emergency Management or Homeland Security committee, subcommittee, or task force at the federal, state, district, or local level. Examples include district planning councils, district training committees, D-MORT task force, district response team task force, LEPC, et cetera.

**Proof:** Provide a copy of the meeting minutes from *at least 2* meetings with your presence and position listed.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #10**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

10. Be an active participant or a volunteer of the Emergency Operations Center staff or fill a command or general staff position in the Incident Command System at an actual incident.

**Proof:** Provide a letter from EOC Manager or EMA Director citing your involvement. Include a description of the event including type of event, date, and operational periods. If you are the EMA Director, provide a letter from the Chief Elected Official citing your involvement in the EOC or event.

## **PEM Basic Professional Contribution Cover Sheet**

### **Contribution #11**

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

11. Be a member of a specialty emergency response team such as a tactical team, search and rescue, water rescue, HAZMAT team, et cetera.

**Proof:** Provide a letter from team leader or supervisor stating your name, how long you've been a member of the team, what kinds of events the team participates in, and your responsibilities on the team.